

Pollution Prevention Practices for **Green Events**

www.deq.virginia.gov/p2/viriniagreen/events.html



“Events” are a major contributor to Virginia’s tourism industry. Like other tourist attractions, events can be thoughtfully planned in order to minimize environmental impacts and help increase environmental awareness. “Greening” your event helps set a great example to your participants and will cast a positive light on your sponsors. Moreover, all of your participants will appreciate your efforts and will hopefully return for the next green event!

To Join – 3 Easy Steps

- 1) **Fill Out This Application.** Email or mail the completed checklist to Virginia DEQ at the addresses below. If you are doing the “**core activities**” and **you work with or for the tourism industry**, then you qualify for *Virginia Green - it's that easy!*
- 2) **Virginia Green Profile.** We will then draft a “profile” on your facility from the information that you submit to us. Once you have approved of the profile, you will officially be a **Virginia Green facility**; and your profile will go on our website and be searchable through the Virginia green tourism website: www.viriniagreentravel.org.
- 3) **Promote Yourself as Virginia Green.** We will send you a certificate and window decals for display and encourage you to use the logo on your website, signage, and any printed materials.

Core Activities: These are the minimum requirements for all **Virginia Green Events**
We Pledge that we: (click or mark (X) the box next to the techniques that your facility uses)

- ☐ **Recycle.** Events must provide recycling for its participants. Recycling should be highly visible and made available to the public with clear signage.
- ☐ **Eliminate the use of Styrofoam and minimize disposables.** Events should eliminate the use of Styrofoam cups and plates. If you must use disposables, use products that are bio-based, paper, or recyclable.
- ☐ **Printed Materials.** Recycled-content, soy-based inks, and 2-sided copies -- and quantities should be minimized whenever possible!
- ☐ **Waste Reduction.** Event planners should make a general commitment to reduce the amount of waste generated by their event. See below for more details.
- ☐ **Green Signage.** Event planners must commit to tell their participants about how green the event is. Event signage should include the Virginia Green logo and list all “green activities” practiced in the planning and operation of the event.

Details about your green activities! Please tell us more about the great things you are doing. We will include these in your website profile. You can also use this list to get ideas of green techniques you may not have thought of.

Event Recycling – we pledge that we recycle:

- ☐ Glass bottles
- ☐ Aluminum cans
- ☐ Plastic bottles
- ☐ Paper
- ☐ Cardboard
- ☐ Composting of food & other compostable items
- ☐ OTHER specifics related to Recycling:

- ☐ Please identify your recycling vendor (the company that takes your recyclables):

Styrofoam elimination/ reduction of disposables – we pledge that we:

- ☐ Do not use disposable food/ beverage containers or cutlery (plates, cups, forks, knives, etc.)
- ☐ Use disposable containers (cups, plates, bowls) that are:
 - ☐ Made from bio-based materials
 - ☐ Made from recycled content paper
 - ☐ Compostable
 - ☐ Recyclable
- ☐ Use disposable cutlery (forks, knives, spoons) that are:
 - ☐ Made from bio-based materials
 - ☐ Compostable
 - ☐ Recyclable
- ☐ OTHER specifics related to your Styrofoam elimination efforts:

Printed Materials – we pledge that we:

- ☐ Use electronic registration, correspondence and forms instead of paper forms
- ☐ Print brochures and other printed items on recycled content paper, ☐ use soy-based inks, and ☐ print all documents double-sided.
- ☐ Purchase/use paper products with 30% or higher recycled-content
- ☐ OTHER specifics related to your promotional materials:

Waste Reduction – we pledge that we:

- ☐ Chose a **location/venue** that shares a similar commitment to reducing its environmental impacts and include green specifics in contracting. Please provide the “green details” on the venue:

food service

- ☐ Donate excess food from events
- ☐ Arrange for composting of food waste and other compostables
- ☐ Purchase locally grown produce and other foods
- ☐ Purchase organic and/or “sustainably-grown” foods (<http://www.sustainabletable.org/issues>)
- ☐ Use reusable dishware and glassware & minimize use of disposables
- ☐ Use non-bleached napkins and coffee filters
- ☐ Provide condiments, cream and sugar, etc. in bulk
- ☐ Use water pitches, bulk sodas, and glassware to minimize the use of single-use bottles
- ☐ Avoid box lunches and serve trays/platters of food instead

restrooms

- ☐ Have a contract for environmentally-friendly, portable restrooms (www.polyportables.com/products.asp)
- ☐ Purchase recycled-content paper-towels and toilet paper

logistics

- ☐ Encourage the use of mass-transit and/or carpooling to the event
- ☐ Encourage suppliers to minimize packaging and other waste materials
- ☐ Provide for recycling of boxes and other set-up wastes
- ☐ Purchase from vendors and service providers with a commitment to the environment
- ☐ OTHER specifics related to Waste Reduction:

Green Signage at Events – we pledge that we:

- ☐ Have a link on our website to the Virginia Green Events webpage
- ☐ Have a green event section on our event's webpage highlighting all of our green activities
- ☐ Have signs at the event registration which list all of our green activities
- ☐ Use the Virginia Green logo on signs and on recycling containers
- ☐ Have quantified our greening efforts and will post estimates of the reduced environmental impacts (you could use some sort of pollution calculator, such as www.cleanerandgreener.org/resources/pollutioncalculator.htm)
- ☐ Other specifics related to green signage:

OTHER Creative / Common-Sense “Green” Ideas – Let Us Know About Them!

Here are some resources for specific types of green events:

- Running - <http://runnersworld-greenteam.com/>
- Conferences & Meetings - <http://www.bluegreenmeetings.org/Links.htm>
- Green Festivals - <http://greenfestivals.org/>
- Green Weddings - <http://www.greenweddings.net/>

EVENT INFORMATION

Event Name:			
Event Date:			
Event location (address):			
Website:			
Contact Name:			
E-Mail:		Phone:	

Brief description of event: Please provide a 1-2 sentence description of the event.

Your Green Statement: Why are you “greening” your event? Please limit to 2-3 sentences.

☐ **Logo & 2 Pictures!** Please email us your logo and 2 pictures that you would like for us to include in your profile.

Complete this checklist and email it to us at viriniagreen@deq.virginia.gov

You may also print the completed application and Mail it to:
Virginia Green Program
Virginia DEQ Office of Pollution Prevention
PO Box 1105 Richmond, VA 23240-1105
804-698-4172

Thank you for voluntarily committing to minimize your impact on the environment!!

Virginia Green is a partnership program supported by

